



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
 City of Minneapolis Human Resources Department
 250 South 4th Street, Room #100
 Minneapolis, MN 55415
 (612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, September 26, 2016

| Job # | Job Title | Job Type | Salary | Issue Date | Filing Date |
|------------|------------|-----------|--------------------------|------------|-------------|
| 2016-00369 | Assessor I | Full-time | \$26.13 - \$34.05 hourly | 09/22/16 | 10/14/16 |

Department:
ASSESSOR

Position Description:

Do you want to work in an environment where your contributions are recognized, where people with a fresh perspective are embraced, and a work-life balance is realistic? Do you appreciate collaboration, diversity, intelligence, and passion from your team of coworkers? Are you dedicated to excellence, both personally and professionally, and seeking leadership that invests in people, processes, and technology? Look no further! The City of Minneapolis Assessor's Office is accepting applications from talented candidates for one Assessor I opening in our residential appraisal section.

The Assessor's Office is a customer service-driven department with a professional and responsive staff that works together to deliver accurate, impartial and defensible valuations and classifications to taxpayers and elected officials. We are technologically innovative, with talented, high-performing and engaged employees who are committed to continuous process improvement and the right actions for the right reasons. We are a recognized authority on assessment best practices and a partner in providing information to support financial and values-based decision making.

Both personal and professional development are prized and expected in this department, with an abundance of frequent and varied opportunities available - from professional conferences to emotional intelligence development to Toastmasters. The social component of engaged employees is also emphasized! There is a strong culture in the department. Throughout the year we host many events and activities such as recognition celebrations that contribute to a highly collaborative environment and high level of excellence from a quality team of intelligent people. Externally we support and foster networking with other assessors in the Twin Cities metro area, Minnesota, the United States, and internationally.

Other benefits include flexible Monday-Friday schedules (no weekends!), free parking in downtown Minneapolis, and reimbursement for continuing education, professional memberships, and licensure exams.

There is currently one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties.

Salary Range: \$26.13 - \$34.05 hourly

*The salary schedule will increase each step by \$1.02 per hour for Accredited Minnesota Assessor designation (AMA) and \$2.19 per hour for Senior Accredited Minnesota Assessor (SAMA) designation or Certified Assessment Evaluator (CAE) designation of the International Association of Assessing Officers. In no event may an employee receive more than an additional total of \$2.19 per hour.

| | | | | | |
|------------|-------|-----------|------------------------------------|----------|----------|
| 2016-00379 | Buyer | Full-time | \$65,430.00 - \$77,762.00 annually | 09/16/16 | 09/30/16 |
|------------|-------|-----------|------------------------------------|----------|----------|

Department:
Finance & Property Services

Position Description:

There is currently one exempt, full-time Buyer vacancy to be filled in the Finance and Property Services Department. Manage products and contracts, identify new sources of supply, handle and place orders for all purchases made by the City of Minneapolis.

Salary Range: \$65,430 - \$77,762 annually

| | | | | | |
|------------|-----------------|-----------|------------------------------------|----------|----------|
| 2016-00356 | Crime Analyst I | Full-time | \$53,135.00 - \$73,468.00 annually | 09/15/16 | 09/27/16 |
|------------|-----------------|-----------|------------------------------------|----------|----------|

Department:
Police Department

Position Description:

The Crime Analyst1 will perform crime analysis and mapping work in support of the Minneapolis Police Department crime prevention and investigation activities. The Crime Analyst I will assist outside research partners in gathering and obtaining necessary, relevant data, including crime data as well as other data that may be available. S/he may also be asked to assist research partners in putting data into appropriate context; explain current public safety practices, policies are currently addressed.

The current vacancy is an exempt position with the Minneapolis Police Department.

ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER BEING ESTABLISHED.

| | | | | | |
|------------|--------------------------------|-----------|-------------------------------------|----------|----------|
| 2016-00395 | Director - Contract Compliance | Full-time | \$89,455.00 - \$106,043.00 annually | 09/22/16 | 10/21/16 |
|------------|--------------------------------|-----------|-------------------------------------|----------|----------|

Department:

CIVIL RIGHTS

Position Description:

Provide leadership to the Contract Compliance Division of the Civil Rights Department whose mission is to ensure that City of Minneapolis procurement of construction and development services, commodities and supplies, and professional and technical services includes women, minorities, and low income workers and businesses.

| | | | | | |
|------------|-------------------------------|-----------|--------------------------------------|----------|----------|
| 2016-00346 | Director, Long Range Planning | Full-time | \$120,586.00 - \$142,947.00 annually | 08/19/16 | 09/30/16 |
|------------|-------------------------------|-----------|--------------------------------------|----------|----------|

Department:

CPED

Position Description:

The City of Minneapolis has an opening for the position of Director of Long Range Planning. This position is dedicated to leading and managing long-range planning and research staff with responsibility for integrating urban design principles into the City of Minneapolis' long range plan for housing, economic development and neighborhood planning.

| | | | | | |
|------------|--------------------------|-----------|--------------------------|----------|----------|
| 2016-00367 | Engineering Technician I | Full-time | \$18.71 - \$26.40 hourly | 09/26/16 | 10/10/16 |
|------------|--------------------------|-----------|--------------------------|----------|----------|

Department:

PW - Trans Engineering & Design

Position Description:

Assist in civil engineering work by performing materials testing, office calculations, manual and computer aided civil engineering design, survey work and other technical work.

The current vacancies are with the Public Works Department – Transportation Engineering and Design, however the eligibility list that is created by this posting will be available to any department seeking to fill an Engineering Technician I vacancy over a three month period.

In addition to working in the City of Lakes Building downtown, there is also a considerable amount of work done from the Hiawatha Maintenance Facility located at 1901 East 26th Street, Minneapolis, MN 55404.

| | | | | | |
|------------|--|-----------|------------------------------------|----------|----------|
| 2016-00365 | General Foreman, Solid Waste & Recycling | Full-time | \$85,313.00 - \$93,223.00 annually | 09/19/16 | 10/14/16 |
|------------|--|-----------|------------------------------------|----------|----------|

Department:

PW-Solid Waste & Recycling

Position Description:

Direct, coordinate and oversee the daily activities of the solid waste and recycling collection operations of the Public Works Department.

| | | | | | |
|------------|---------------------------------------|-----------|--------------|----------|----------|
| 2016-00368 | Inspector, Building Trades - Building | Full-time | \$37.26/Hour | 09/19/16 | 09/30/16 |
|------------|---------------------------------------|-----------|--------------|----------|----------|

Department:

CPED

Position Description:

Under supervision, enforce the Minnesota State Building Codes and City Ordinances in new and existing structures by conducting field inspections (site visits) of new construction, alterations, repair or wrecking of buildings using applicable State codes, recognized standards and local ordinances. To ensure that minimum requirements are met to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency situations. There is currently one (1) full-time, non-exempt vacancy to be filled in the Department of Community Planning and Economic Development.

| | | | | | |
|------------|------------------------|-----------|------------------------------------|----------|----------|
| 2016-00386 | Principal City Planner | Full-time | \$65,033.00 - \$89,523.00 annually | 09/20/16 | 10/17/16 |
|------------|------------------------|-----------|------------------------------------|----------|----------|

Department:

CPED

Position Description:

In Minneapolis, we've set the bar high. We have an award-winning parks system, clean and healthy urban lakes and Mississippi River, and are making progress toward our goals for a zero-carbon energy future. These many accomplishments contribute to our much-praised quality-of-life setting and help answer the question "[Why Minneapolis?](#)" (right click to open link in new tab) for hundreds of thousands of people. Part of the reason we can meet such high standards is because we are constantly planning for the future.

CPED's Long Range Planning Division is a team of bright, creative, dedicated professionals pulling together in a collaborative, thoughtful work environment to advance the City's goals, to raise and expand public discourse, and to forge a brighter urban future – all of it with the public interest front and center.

We've just begun putting together the next long-range citywide comprehensive plan: [Minneapolis2040](#) (right click to open link in new tab). In Minneapolis, the decades of central city population decline have passed into the history books and our urban population is growing again – projections show an expected growth of 15% in the next 20 years. We want to outdo our projections and grow by 20% through a more efficient use of land, denser development patterns, expanded pedestrian, bicycle, and transit facilities, and by catalyzing a more vibrant, equitable economy – one that closes the gap on existing education and employment disparities. And we need your help to plan this future.

We need talented, enthusiastic people with solid education and experience to join our team, pitch in, work with our communities, and to help them share their experience and point of view. We're open to folks with varied specialties and disciplinary backgrounds. This position is perfect for an outgoing, self-starter who loves interacting with the community, learning and teaching new things, and integrating your experience and talents into the wide-ranging expertise found both inside and outside of our local government. Most of all, planners in this position are called upon to provide and help others develop a shared vision and discernable steps for getting there.

There are two full-time positions available. Both positions are for Principal Planners who simultaneously provide long-range planning knowledge and services to a geographic sector of the City, while sharing their talent and knowledge in one or more planning sub-disciplines on a Citywide basis. The ideal candidate will work well in the framework of the team environment, but also be confident and capable working individually and in groups with neighborhood and community groups across our increasingly diverse population.

Most of the time, we work a regular Monday-Friday schedule, 40 hours per week. However, work in this position sometimes involves being out in the community in the evening or on the weekend, so we flex our time when necessary to accommodate days or weeks when we have off-hours meetings.

In addition to our regular work activities, CPED has a proud tradition of providing opportunities to use and expand your existing skills, spend time on training, continuing education, and career development, and to build the tools, methods, and practices that make work more exciting, more effective, and more sustainable – for you and for the City.

| | | | | | |
|------------|---|-----------|------------------------------------|----------|----------|
| 2016-00387 | Resiliency in Communities After Stress and Trauma (ReCAST) Minneapolis Program Manager | Full-time | \$64,249.00 - \$88,157.00 annually | 09/16/16 | 09/26/16 |
|------------|---|-----------|------------------------------------|----------|----------|

Department:

CITY COORDINATOR

Position Description:

The City of Minneapolis has been awarded a \$1 million grant from the Federal Department of Health & Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) to create the Resiliency in Communities After Stress and Trauma (ReCAST) Minneapolis Program Manager position. The purpose of this program is to assist high-risk youth and families and promote resilience and equity in communities that have recently faced civil unrest through implementation of evidence-based violence prevention and community youth engagement programs, as well as linkages to trauma-informed behavioral health services. The program primarily focuses on leveraging community assets to strengthen the community's capacity to respond to events of stress and trauma. Secondly, the program will build internal capacity of first-point-of-contact staff to address trauma and provide trauma-informed service. The goal of the ReCAST Minneapolis program is for local community entities to work together in ways that lead to improved behavioral health, empowered community residents, and reductions in trauma and sustained community change.

As part of the ReCAST Minneapolis program, the Program Manager will work directly with the Manager, Equity & Inclusion, and in partnership with existing City staff and community stakeholders to execute the program activities. The ReCast Minneapolis Program Manager will oversee the program planning and design process, the RFP for services, and the program management and compliant use of program funds.

This benefits-eligible position is funded through a federal grant from the Department of Health and Human Services. This position is currently funded for one year. Additional grants to extend the funding for four additional years will be based on annual accomplishments. This position may be eliminated when grant funds are exhausted.

The eligible list for this position will be used to fill positions in the same classification if they become available in other departments within the City. The eligible list created for this position will expire two (2) months after being established.

Application Process:

ALL applicants **MUST** submit:

- Completed City of Minneapolis application (in TeamMinneapolis)
- Resume (submit via TeamMinneapolis)
- Response to screening questions (in TeamMinneapolis)

Applicants failing to follow the application process will not be considered. Resumes will not be accepted in place of an official City of Minneapolis application.

| | | | | | |
|------------|-------------------|-----------|------------------------------------|----------|----------|
| 2016-00372 | Solution Engineer | Full-time | \$68,730.00 - \$94,594.00 annually | 09/19/16 | 09/28/16 |
|------------|-------------------|-----------|------------------------------------|----------|----------|

Department:

INFORMATION TECHNOLOGY

Position Description:

Design, develop, and implement solutions for City Departments primarily using C# and related technologies.

| Job # | Job Title | Promotional Opportunities | | Issue Date | Filing Date |
|------------|-----------------|---------------------------|--------------------------|------------|-------------|
| | | Job Type | Salary | | |
| 2016-00327 | Admin Analyst I | Full-time | \$22.46 - \$31.21 hourly | 09/16/16 | 09/30/16 |

Department:

Finance & Property Services

Position Description:

This posting is restricted to current City of Minneapolis employees. There is currently one full-time non-exempt vacancy in the Finance and Property Services Department. Perform administrative and technical work in analyzing Accounts Payable data, including looking specifically at reducing the process days for invoices, devising procedures for problem resolution, and assist with the development, control and maintenance of cost effective methods of improving productivity and awareness throughout the City.

Salary Range: \$22.46 - \$31.21 hourly

| | | | | | |
|------------|---------------------------|-----------|------------------------------------|----------|----------|
| 2016-00393 | Administrative Analyst II | Full-time | \$53,135.00 - \$73,468.00 annually | 09/21/16 | 09/30/16 |
|------------|---------------------------|-----------|------------------------------------|----------|----------|

Department:

CPED

Position Description:

****Restricted to current City of Minneapolis employees of Community Planning & Economic Development****

This position will provide varied, complex management and operational analysis in support of a department; oversee, administer and prepare a variety of projects, grants, and contracts, conduct procedural, organizational and budgetary studies and recommend modifications to management. Creation of documents and presentations to be received by departmental management and city council, and responding to data requests and questions from media and preparing responses on short notice.

| | | | | | |
|------------|------------------------|-----------|--------------------------|----------|----------|
| 2016-00376 | Animal Control Officer | Full-time | \$19.41 - \$27.40 hourly | 09/21/16 | 09/30/16 |
|------------|------------------------|-----------|--------------------------|----------|----------|

Department:

REGULATORY SERVICES

Position Description:

This position is responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of Ordinances relating to animals in City of Minneapolis.

Additional Position Information:

- Non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services.
- Shift assignments for this vacancy are yet to be determined.
- Will work on a rotating basis on City-recognized holidays.
- Must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed.

Eligible list will expire (3) three months after established.

| | | | | | |
|------------|------------------------------------|-----------|------------------------------------|----------|----------|
| 2016-00400 | Complaint Investigation Officer II | Full-time | \$56,402.00 - \$79,533.00 annually | 09/23/16 | 10/07/16 |
|------------|------------------------------------|-----------|------------------------------------|----------|----------|

Department:

CIVIL RIGHTS

Position Description:

This position will function as a lead worker in the Complaint Investigation Unit, assisting aiding the Assistant Director to ensure compliance with City's Civil Rights Ordinance through investigation, education and information dissemination.

| | | | | | |
|------------|----------------------------------|-----------|--------------------------|----------|------------|
| 2016-00203 | Senior Inspector Building Trades | Full-time | \$37.83 - \$40.16 hourly | 07/28/16 | Continuous |
|------------|----------------------------------|-----------|--------------------------|----------|------------|

Department:

CPED

Position Description:

****This position is restricted to current City of Minneapolis Community Planning and Economic Development employees of the Construction Code Services division****

- To enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing gas piping, mechanical or electrical systems within your specific license to ensure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment.
- To provide a cost effective, efficient required final inspections on building, plumbing, and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.

***Employees in Senior Building Inspector - Plumbing and Senior Building Inspector - Pipe Trades are members of Plumbers Local #15 or Pipefitters Local #539 and receive a supplemental pension contribution to the Twin Cities Pipe Trades Pension Trust in the amount of \$2.33 for each straight-time hour paid, to a maximum of 2080 hours per year. The supplemental pension fund contribution is in addition to the hourly wage shown above.**

| Job # | Job Title | Transfer Opportunities | | Issue Date | Filing Date |
|------------|--------------------------------------|------------------------|--------------------------|------------|-------------|
| | | Job Type | Salary | | |
| 2016-00366 | Local Food Policy Fellow - 2016-2017 | Part-time | \$11.00 - \$19.75 hourly | 09/07/16 | 09/26/16 |

Department:

CITY COORDINATOR

Position Description:

The Minneapolis Sustainability Office is responsible for tracking the City's progress on established sustainability metrics, advancing sustainability policy initiatives, pursuing and managing partnerships on environmental initiatives, and staffing the City's Community Environmental Advisory Commission, Homegrown Minneapolis Food Council, Clean Energy Partnership and Energy Vision Advisory Committee. Work is fast-paced and includes a variety of topics from across the spectrum of urban sustainability. Sustainability Office staff support the City's vision to become a more sustainable, equitable, and thriving community.

The Minneapolis Sustainability Office is seeking a **part-time paid fellow (20-29 hours per week)** to assist with local food policy and [Homegrown Minneapolis](#) efforts beginning in October of 2016. This position will support the work of the Homegrown Minneapolis/Local Food Policy Coordinator. **This is a temporary position for one year. This position is not eligible for benefits.**

Application Process: ALL applicants MUST submit a completed:

- City of Minneapolis application (in TeamMinneapolis)
- Cover letter (submit via TeamMinneapolis)
- Resume (submit via TeamMinneapolis)
- Response to screening questions (in TeamMinneapolis)

Resumes are not being accepted in place of an official City of Minneapolis application.

Anticipated starting salary range:

\$11.00-\$14.00 (undergraduate), depending on qualifications.

\$12.25-\$16.75 (graduate), depending on qualifications.